

<b>BROOKHAVEN NATIONAL LABORATORY</b> <b>PHYSICS DEPARTMENT</b>	<b>Number:</b> <b>PO-LEP-01</b>	<b>Revision:</b> <b>4.4</b>
	<b>Effective:</b> <b>10/1/2008</b>	Page 1 of 4
Subject: Local Emergency Plan, Building 510		510-LEP Rev4.4.doc
Prepared by: R. Gill ( <i>signature on file</i> )	Reviewed by: S. Marino ( <i>signature on file</i> )	Approved by: T. Ludlam ( <i>signature on file</i> )
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## Local Emergency Plan

### PHYSICS DEPARTMENT LOCAL EMERGENCY PLAN

**Building: 510**

**Occupancy: 350**

Position	Name	Extension	Home Phone	Pager No.
Plan Preparer	R. L. Gill	3987	N/A	N/A
Building Manager	S. Marino	2281	281-2907	Pager: 5609 Cell: (631) 291-7627
Primary LEC	S. Marino	2281	281-2907	Pager: 5609 Cell: (631) 291-7627
Secondary LEC	R. L. Gill	3987	744-5285	N/A
ESH Coordinator	R. L. Gill	3987	744-5285	N/A
ESH Coordinator	M. J. Zarcone	5890	246-5070	N/A
FSS Representative	J. J. Vignola	3846	399-4596	457-3137 173*22483*157

Frequency of Review: Annual

Date	By	Rev	Review Type/Changes made
7/7/04	RJL	02	Changed LEC from RLG to RJL.
10/29/04	RLG	03	Changed MZ phone number.
11/10/05	RLG	3.1	Signed by S. Dawson, new Department Chair.
10/1/06	RLG	4.0	Evacuation zone changed from 5 to 9. Changed "Plectron" to "Tone Alert Radio". Changed revision history to table format. Updated Tone Alert Radio locations. Changed SIP from basement to Large Seminar Room (auditorium). Clarified "Local Emergencies and Signals: Fire" response statement.
11/14/06	RLG	4.1	Updated pager number for JV. New review and signatures not required.
7/31/07	RLG	4.2	S. Marino replaced Liegel as building manager. Changed name and phone numbers.
9/20/07	RLG	4.3	Removed pager number for RG.
9/24/08	RLG	4.4	Removed pager number for MZ. Clarified personnel accountability. Added AED location.

Every facility should establish an effective program to respond to emergencies. For this to work, every employee should be prepared to handle emergencies before they arise. This documents outlines the Employee Action Plan to address workplace emergencies.

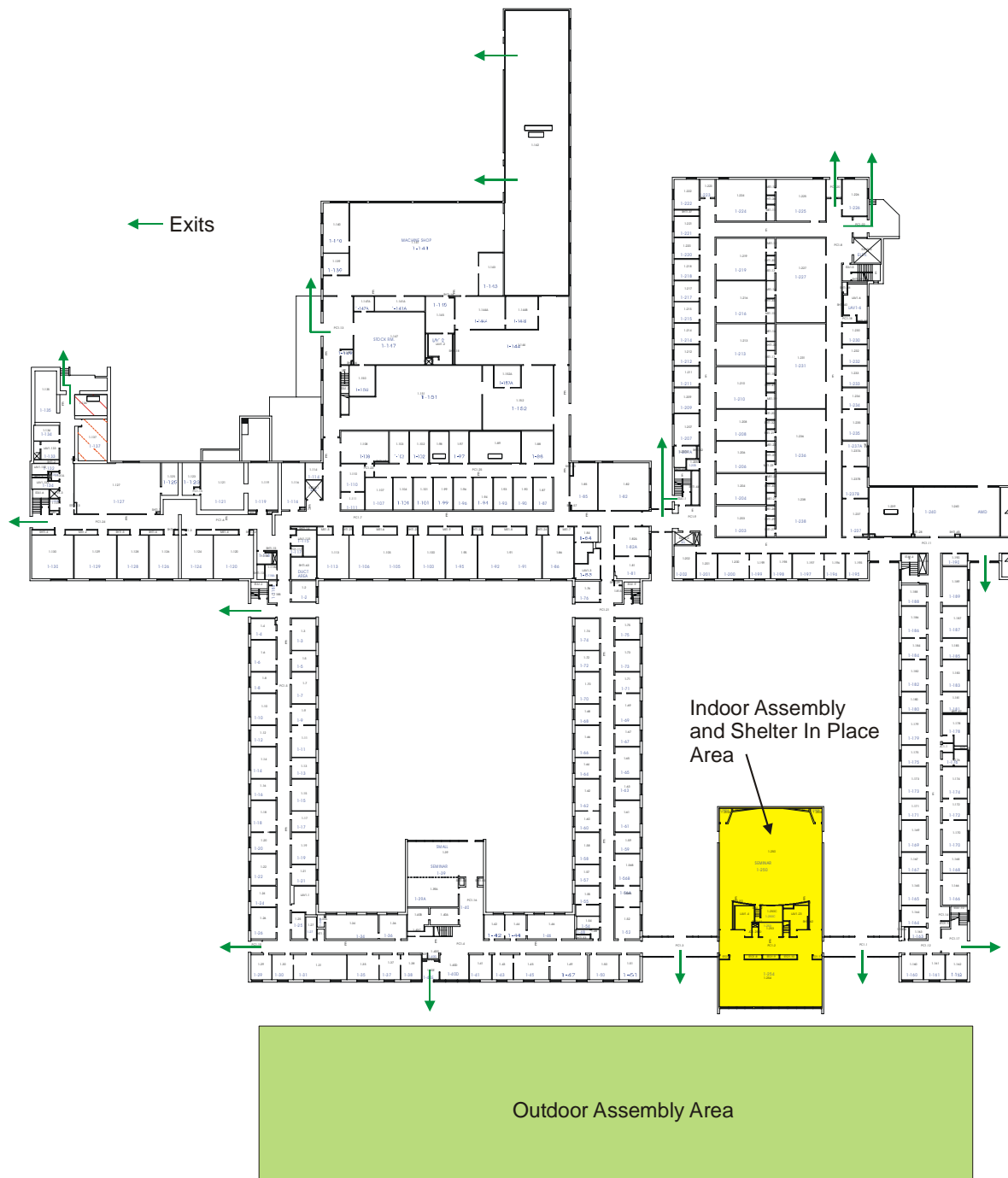
<b>TO REPORT A FIRE, SPILL, MEDICAL OR OTHER EMERGENCY, DIAL 911 OR 2222. IF USING A CELL PHONE, DIAL 631-344-2222. IF A TELEPHONE IS NOT AVAILABLE, USE A FIRE ALARM BOX.</b>
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# **EMERGENCY EVACUATION PROCEDURES AND ROUTES**

Every employee should familiarize themselves with exits in their workplaces, including a second way out in case the main way is blocked.

## **Building Map: First Floor Only.**



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**All employees are expected to leave the building and report to the outdoor assembly area when the fire alarm bells ring. No one is authorized to remain in the facility during an emergency.**

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## ACCOUNTABILITY FOR EMPLOYEES

Accountability for employees should be performed after an evacuation. Based upon direction given in an emergency, all employees must assemble at the appropriate areas.

- BUILDING INDOOR ASSEMBLY AREA: Building 510 Auditorium (Large Seminar Room).
- BUILDING OUTDOOR ASSEMBLY AREA: Front Lawn of Building 510.
- SHELTER-IN-PLACE AREA: Building 510 Auditorium (Large Seminar Room).
- EVACUATION ZONE: 9.
- PERSONNEL ACCOUNTABILITY: Because of the large number of different groups who work in Building 510 who come and go on their own schedule, it is not possible to determine that the building is empty by accounting for those who have left the building. Personnel are required to notify and/or assist those in hallways, offices or labs that they encounter on their route to the assembly area. They must also report to the LEC or Incident Commander the rooms where they suspect someone may have been left behind.

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## SITE-EMERGENCY SIGNALS

- CONTINUOUS SOUNDING OF SITE SIRENS FOR FIVE MINUTES - Proceed immediately to the Indoor Building Assembly Area. Await instructions that may include the nature of the emergency, the type, sequence, and routes for evacuation.
- INTERMITTENT SOUNDING OF SITE SIRENS FOR FIVE MINUTES - Evacuate the Site Immediately.
- Tone Alert Radio:

Location: Building Manager's Office, 1-51

Responsible Individual: S. Marino

Location: 3-178

Responsible Individual: D. Kerr

Location: 2-182

Responsible Individual: R. Inguanta

**Note: The Tone Alert Radio must be placed in an area that is constantly occupied or in an area that is accessible to occupants of the buildings, e.g., corridor near mailboxes.**

FOR ADDITIONAL INFORMATION OR QUESTIONS, CONTACT THE  
LOCAL EMERGENCY COORDINATOR

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## LOCAL EMERGENCIES AND SIGNALS

**FIRE:** When the alarm bells ring, proceed immediately to the outdoor Building Assembly Area. Await instructions that may include the nature of the emergency, the type, sequence, and routes for further evacuation. Any information known about the condition that caused the alarm should be given at that time.

**MEDICAL:** Rescue and Medical Duties - Employees are expected to help minimize damage and assist personnel during an emergency to the best of their abilities and when their safety is not threatened. The BNL Fire Rescue Group is trained, equipped, and has the main responsibility to render emergency assistance.

## SPECIFIC HAZARDS:

- Radiological – As posted.
- Toxicological – Chemicals are used and stored in various places in the facility.

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- Physical – Flammability hazards exist where certain chemicals and cleaning agents are in use. Overhead cranes and other machine tools are located in the building.
- Other – Electrical shock hazards and lasers are present in the facility.

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## OTHER INFORMATION

**Special Equipment** – An Automatic External Defibrillator (AED) is located in the lobby adjacent to the main entrance.

**Training** – The Department/Division must designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees for this facility. They are as follows:

1. S. Marino, x2281
2. R. Gill, x3987
3. M. Zarcone, x2585

The (Department Chair/Division Manager/employee's supervisor/ESH Coordinator) is responsible for reviewing the plan with each employee covered by the plan. This training occurs when the plan is initially developed; whenever the employee's responsibilities or designated actions under the plan change; and whenever the plan is changed.

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**Provide Fire/Rescue ([Chief@bnl.gov](mailto:Chief@bnl.gov)) with one copy of this plan each time it is issued.**